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### COMX 111A.04: Introduction to Public Speaking

Rachelle K. Ginn

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# Spring 2021

## Comx 111 Section (CRN)

Instructor: Rachelle Ginn

Email: [Rachelle.ginn@umontana.edu](mailto:Rachelle.ginn@umontana.edu)

Phone: (406) 396-7432 Text Only Please (Need to talk, text me to schedule a meeting)

Office Location: LA 339

Office Hours: 11:00am- 12:00pm Tuesday and Thursday (Drop-in or by appointment)

11:00am- 1:00pm Wednesday (Drop-in or by appointment)

Welcome to Public Speaking!

First, I would like to explain my theory for being an effective instructor. My core principles are based on flexibility, understanding, communication, and respect. Basically, if there is a problem that affects your ability to perform academically, I will work with you; if you let me know what's up within a reasonable time frame for the context. If you try, so will I. If you communicate with me, I'll communicate with you. If you're in need of help, resources, or extensions, I will work with you to find an appropriate solution.

Second, if you put in the effort, treat this class seriously, and communicate with me, you will likely improve your public speaking abilities. I get that this class can be intimidating or downright terrifying to some. But it can also be an amazing opportunity for personal growth. You will learn skills to help you hone the ability to speak up and use your voice effectively. You will explore a social issue and learn about your own political leanings. You will hear a variety of opinions and positions to help you better understand a variety of social issues. You will learn the theory and practical skills of inventing and organizing a solid speech. And you will learn how to deliver a speech with confidence.

### Covid-19 Safety Information

- Mask use is required within the classroom (covering nose and mouth)
- Stay home if you feel sick and/or if exhibiting COVID-19 symptoms (Not kidding) and go to the doctor
- Each student is provided with a cleaning kit, cleaning desk space is recommended
- Students are discouraged from congregating outside the classroom before and after class
- Specific seating arrangements will be used to support contact tracing efforts
- Class attendance will be recorded to support contact tracing efforts
- Drinking liquids and eating food is discouraged within the classroom (I don't care if you take a drink of water or coffee, but don't sit and eat lunch)
- This information is likely to change and be updated as the situation unfolds
- UM Coronavirus Website: <https://www.umd.edu/coronavirus>
- Strongly encourage students to remain vigilant outside the classroom in mitigating the spread of COVID-19

### My Expectation of our class concerning Covid-19

I fully expect Covid-19 to affect some of us during this semester, be it a direct infection of self, family, or friends. Be it the loss of a job due to shutdowns or an eviction or mental suffering due to the stress the pandemic is putting on all of us. No matter how Covid-19 is impacting you, if it impacts your ability to perform at school, shoot me a text or an email and let me know what is happening with as much or little detail as you prefer. I am glad to grant extensions and provide any other help, but you must ask. If I do not know your struggling, I also do not know help is needed. Please ask, I highly encourage you to reach out.

### Required Course Materials

**Book:** Kristina Ruiz-Mesa & Melissa A. Broeckelman-Post. *Inclusive Public Speaking: Communicating in a Diverse World*. ISBN: 978-1-64485-499-0

All readings for this course will be through the Top Hat digital learning platform, which hosts this semester's **online textbook**. The textbook can be purchased directly through Top Hat or through the campus bookstore. Please use the personalized course link and course code provided to you for this section of Public Speaking. If you are new to Top Hat and don't have an account, watch this orientation video to learn more: <https://youtu.be/kKM34vIcCbQ>. If you have any trouble signing into Top Hat or gaining access to the course, email [support@tophat.com](mailto:support@tophat.com).

Recently we learned that not all parts of the Top Hat platform used in this course are accessible to individuals who use screen readers or speech to text technologies. If you use this technology and can't access the course content or have difficulties using TOPHAT please contact [Accessible Technology Services](#). They will assist you with finding a solution.

There will also be readings from the **Course Packet (Pkt)**, which is also embedded within the textbook. This is material specifically designed by the Communication Studies Department for this class that includes activities and readings. Make sure you are reading from not only the textbook chapter, but also the assigned Pkt content throughout the semester.

**Electronic Device:** You will need access to a smartphone, laptop, or tablet to read the textbook and complete certain assignments. Please let me know as soon as possible if you are unable to access a suitable device either at home or on campus.

### COMX 111 Course Policies

**Communication:** Please always show respect for your instructor and your peers. This class will maintain a civil, safe, and professional atmosphere. Respect differing opinions, backgrounds, and identities. Carefully consider your choices before introducing any racism, sexism, hate, or other types of prejudices into your speeches or contributions to my class. **I reserve the right to directly address any such prejudices for what they are, with the goal of showing other ways of perceiving the world.** My point is never to shame, but to teach, the more you know... And together we will create a supportive learning environment throughout the semester, since everyone will do their part to maintaining it.

**Schedule Changes:** **I reserve the right to make modifications to this syllabus as needed**, and I will inform you by email if changes are necessary. Like last semester, this semester is full of unknowns, so please be patient with me if I need to adjust dates or assignments along the way.

**Sharing Videos:** Please do not share, record, store, or repost the videos assigned through this course that were curated specifically for COMX111 (i.e., videos that I or another TA appear in) without express permission from me

**Speech Completion:** **Failure to complete ALL FOUR formal speeches will result in a failing grade for this course, regardless of total points earned.**

**Email/Texting:** Please construct all emails/texts in a respectful manner, use complete sentences and proper grammar and be clear about your question or concern. I am usually quick to respond to both email and text, but occasionally it may take up to 24-hours to respond. If I ever fail to respond within 24-hours, something has gone amiss on my end; so please send one more message to remind me.

**Attendance Policy:** Attendance will be recorded daily. Please sit in the same seat each class period, to support contact tracing.

**Zoom Etiquette:** Please mute yourself upon entering the meeting. If you will not have your camera on, please put up a profile picture. Regardless of camera on or off have a shirt and pants on, always! Do not take your computer into the bathroom with you. Be mindful of what is going on around you when unmuted. Do your best to stay focused and engaged and to speak up. I know it is extremely difficult to stay tuned-in and to talk over Zoom, but please practice this skill with me.

**Late Work Policy:** Due to being in the middle of a pandemic late work will be considered case-by-case. Communicate with me and we will do what is appropriate for the circumstances you are experiencing. **If you do not communicate with me** about the circumstances before the assignment is due or within a reasonable amount of time for the circumstances, I will not accept a late assignment. **The assignment will be counted as a zero.**

**Submitting to Moodle:** **All assignments must be submitted in word .doc or .pdf file format.** Please do not submit any .pages or .jpeg of a handwritten assignment. Only .doc and .pdf files will be graded any other format will receive a zero. (If you **do not** have the ability to submit in either of these file formats for any reason please text or email me immediately so we can find a solution that works for both of us).

**Late Speech Policy:** All four speeches must be turned in by the due date unless you have contacted me and made other arrangements. If I have not heard from you, I will deduct **half a letter grade from your overall score per day that it is late.**

**Speech Time limit:** Each speech has a minute time range, stay within the minute.

**Extra Credit:** **We may or may not,** depends on how the class does. If extra credit seems necessary and helpful later in the semester, I will offer it.

**Office Hours:** I will be in my office Tuesday, Wednesday, Thursday waiting for anyone who would like to chat to show up. I encourage students to come to my office hours. **I will be requiring masks in my personal office.** Drop-in or make an appointment, I'd be glad to talk to you.

### **Academic Integrity:**

All students taking this course must adhere to the University of Montana's academic dishonesty policy as presented in the Student Conduct Code (SCC). As noted in the code, students are expected to practice academic honesty. Any actions that include, but are not limited to, the following behaviors are reasons for pursuing academic and university sanctions:

- Incremental plagiarism (not attributing quotes or passages to a source properly)
- Patchwork plagiarism (cutting and pasting from multiple sources and making minor or no alterations)
- Global plagiarism (using a "canned" speech, reading a speech written by somebody else or in any other way using a source in its entirety without proper attribution)

The *minimum* consequence for engaging in cheating or plagiarism is failure on the related assignment, but this type of activity usually results in failure in the entire course. At worst, academic misconduct can result in expulsion, denial of your degree, and/or revocation of a degree that has already been awarded. See the Student Conduct Code for definitions and consequences of cheating and plagiarism. The unabridged student conduct code is located at: <http://www.umt.edu/student-affairs/community-standards/Student%20Conduct%20Code%20-%20FINAL%20-%208-24-18.pdf>

### Support for Students with Disabilities:

If you have, or think you may have, a disability (including an 'invisible disability' such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to discuss your needs and arrange support services and/or accommodations through the Office of Disability Equity. Please obtain appropriate documentation from the ODE Office and then see me to discuss what, if any, special arrangements need to be made. Please do so within the first 2 weeks of class in order to be effectively accommodated.

### Recourses

Campus Resources – Basic Needs Statement: Any student who faces challenges securing food, housing, or healthcare and believes that this could affect their performance in this course is urged to contact any or all of the following campuses resources:

#### Food Pantry Program

- UM offers a food pantry that students can access for emergency food. The pantry is open on Tuesdays from 9 to 2, on Fridays from 10-5. The pantry is located in UC 119 (in the former ASUM Childcare offices).
- Pantry staff operate several satellite food cupboards on campus (including one at Missoula College). For more information about this program, email [umpantry@mso.umt.edu](mailto:umpantry@mso.umt.edu), visit the pantry's [website](https://www.umt.edu/uc/food-pantry/default.php) (<https://www.umt.edu/uc/food-pantry/default.php>) or contact the pantry on social media (@pantryUm on twitter, @UMPantry on Facebook, um\_pantry on Instagram).

#### ASUM Renter Center

- The Renter Center has compiled a list of resources for UM students at risk of homelessness or food insecurity [here](http://www.umt.edu/asum/agencies/renter-center/default.php): <http://www.umt.edu/asum/agencies/renter-center/default.php> and [here](https://medium.com/griz-renter-blog): <https://medium.com/griz-renter-blog>.
- Students can schedule an appointment with Renter Center staff to discuss their situation and receive information, support, and referrals.

#### TRiO Student Support Services

- TRiO serves UM students who are low-income, first-generation college students, or have documented disabilities. TRiO services include a textbook loan program, scholarships and financial aid help, academic advising, coaching, and tutoring.
- Students can check their eligibility for TRiO services online [here](http://www.umt.edu/triosss/apply.php#Eligibility): <http://www.umt.edu/triosss/apply.php#Eligibility>.

#### Curry Health Center (Dental, Mental Health, and Medical)

- Curry Health Center (CHC) provides quality, affordable, accessible health care for students at the University of Montana. They promote a healthy campus by treating students with dignity and respect and through collaborating and sharing expertise.
- CHS offers online appointments and online screening tools, as well as same day walk-in appointments if needed: <http://www.umt.edu/curry-health-center/>

If you are comfortable, please come see me with concerns and I will do my best to help connect you with additional resources.

#### Points Breakdown:

Your course grade will be determined by your performance on four major speeches, assignments related to the speeches, one 3-4 page paper and participation:

*Note: You must complete **all four** speeches to complete a passing grade. Missing one speech will result in a failing grade for the course.*

##### 1) Narrative Speech - Due Week 3

- Performance – 75 points
- Outline – 15 points
- Note Cards – 10 points
- 1 Peer-Evaluation – 10 points
- 1 Self-Evaluation – 15 Points

○ Total = 125

##### 2) Informative Speech – Due Week 7

- Topic Proposal – 5 points
- Outline (Draft) – 5 points
- Outline (Final) – 25 points
- Performance – 125 points

- Note Cards – 10 points
- Biobibliography – 15 points
- 3 Peer-Evaluations – 10 points each = 30 points
- 1 Self- Evaluation – 15 points
  - Total = 230

### 3) Persuasive Speech – Due Week 11- 12

- Outline (Draft) – 5 points
- Outline (Final) – 25 points
- Performance – 150 points
- Note Cards – 10 points
- Biobibliography – 15 points
- 3 Peer-Evaluations – 10 points each = 30 points
- 1 Self- Evaluation – 15 points
  - Total = 250

### 4) Ceremonial Speech – Due Week 14-15

- Performance – 125 points
- Manuscript – 25 points
- 3 Peer-Evaluations – 10 points each = 30 points
- 1 Self-Evaluation – 15 points
  - Total = 195

### 5) Paper – Due Week 13

- Outside Speaker Assignment – 50 points

### 6) Assignments

- 9 Assignments – 10 points each
- 1 Assignment – 15 points
- 10 Quizzes – 5 points each
- 4 Impromptu Speaking – 5 points each
  - Total = 120 points

### 7) Attendance



- Taken Daily – 1 point each class period
  - Total = 35 points

***Total Points Available: 1000***

***\*\*\*\*Tip: This means that every 10 points you earn is worth 1% of your grade...skipping small assignments adds up quickly and makes it tougher to earn an A at the end of the semester!***

#### Grading Breakdown:

This is a difficult course for a variety of reasons. **I don't expect you to be perfect! I want you to put in your best effort and do good work.** Keep in mind that a C means that you have all the criteria for a speech, while an A means that you gave an outstanding speech. Also, to earn your general education requirement for this course, you must obtain at least a C (72.5% or higher) per the University's general education standards.

>925 = A    924-900=A-    899-875 = B+    874-825 = B    824-800 = B-  
 799-775 = C+    774-725 = C    724-700 = C-    699-600 = D    <600 = F

#### Schedule:

Date	Readings (Due by class time)	In-Class Objective	Assignments and Due Dates
Week 1: 8/30-9/5	T: Syllabus Th: Ch 1 & Ch 2, Pkt	T: Introductions to each other and course material Th: Importance of Public Speaking	Th: Quiz 1, Impromptu Speaking F: E-mail/Text Assignment
Week 2: 9/6-9/12	T: Ch 3 & Ch 6 Th: Ch 4, Pkt	T: Developing Speech 1 Th: You as a Speaker, Speech Day Plan	T: Quiz 2 Th: Quiz 3, Impromptu Speaking
Week 3: 9/13-9/19	T: None Th: None	T: Speech 1 Th: Speech 1	T: Outline, F: Note cards, Peer-Evaluation, Self-Evaluation
Week 4: 9/20-2/26	T: Ch 5, Pkt Th: Ch 6 (review), Ch 7, Pkt	T: Topics, Audiences Th: Researching Public Issues	T: Quiz 4 Th: Quiz 5 F: Topic Proposal
Week 5: 9/27-10/3 Library Week	T: None Th: None	T: Library Th: Library	F: Research Assignment, Draft of Outline

Week 6: 10/4-10/10	T: Ch 8 Th: None	T: Outlining Th: Peer Editing	T: Quiz 6 Th: Impromptu Speaking
Week 7: 10/11-10/17	T: None Th: None	T: Speech 2 Th: Speech 2	T: Outline, Bibliography
Week 8: 10/18-10/24	T: None Th: Ch 9, Pkt	T: Speech 2 Th: Persuasive Inventing and Organizing Patterns	W: Note cards, Peer- Evaluation, Self- Evaluation Th: Quiz 7
Week 9: 10/25-10/31	T: Ch 10 Th: Pkt	T: Supporting Persuasive Speech Th: Analyzing Persuasive Speeches	T: Quiz 8 Th: Impromptu Speaking
Week 10: 11/1- 11/7	T: None Th: None	T: Individual Meetings Th: Individual Meetings	F: Draft of Outline
Week 11: 11/8-11/14	T: No Class Th: None	T: No Class Th: Speech 3	Th: Outlines: , Bibliography
Week 12: 11/15- 11/21	T: None/ Outside Speaker Paper Th: None	T: Speech 3 Th: Speech 3	F: Note Cards, Peer- Feedback, Self- Evaluation
Week 13: 11/22- 11/28	T: Ch 11 Th: No Class	T: Ceremonial Speaking Th: No Class	T: Quiz 9 F: Outside Speaker Paper Due
Week 14: 11/29- 12/5	T: Ch 12, Pkt Th: None	T: Effective Language Th: Speech 4	T: Quiz 10, Impromptu Speaking Th: Manuscript
Week 15: 12/6- 12/12	T: None Th: None	T: Speech 4 Th: Speech 4	F: Peer-Evaluation, Self-Evaluation
Finals Week: 12/13- 12/17	8am class: Monday December 13 <sup>th</sup> 10:10- 12:10	9:30am class: Tuesday December 14 <sup>th</sup> 10:10-12:10	M: Final Reflection T: Final Reflection